

Crystal Ridge
Vista Property Management, LLC (HOA)

2018 Annual Meeting Notice

It's that time of the year again and Crystal Ridge Homeowners' Association would like to invite you to attend the Annual Meeting of the owners scheduled for Tuesday, January 23rd, 2018 at 7:00pm. It will be held at Puyallup Library located at 324 South Meridian, Puyallup WA. 98371.

Items on the agenda include:

- Call to Order;
- Roll Call;
- Financial Summary;
- 2018 Proposed Budget;
- Board Member Election;
- Old Business;
- New business;
- Meeting Adjourned

If you are unable to attend the meeting, **please return the enclosed "Proxy" to our office by January 19, 2018** or you may also give your proxy to a trusted neighbor to bring to the meeting.

SIGN UP FOR THE ONLINE PORTAL

Vista is now able to provide owners access to a personal portal where owners can set up monthly payments, report maintenance issues, review financials and other options. If you are interested, please send Jenny an e-mail at jenny@govista.net requesting an invitation to activate your portal and we will get you set up.

Sincerely,

Jenny Ross
Community Association Manager
Agent for Crystal Ridge

**Crystal Ridge Homeowners' Association
Annual Meeting Proxy**

In order to conduct business and elect a board of directors, we must have a "quorum" at this meeting. If there is a chance you may not be attending, please fill out and sign the attached "proxy" and e-mail it to jenny@govista.net, or mail it to P.O. Box 73144, Puyallup, WA 98373, so that your vote may be counted no later than January 19, 2018. You may also give your proxy to a trusted neighbor to bring to the meeting.

PROXY

I, _____ being the owner of _____,
in the Crystal Ridge Association, do hereby authorize and appoint, _____
to be my proxy, to represent me on the issues to be discussed at the annual membership meeting
to be held at 7:00 pm, on Tuesday, January 23, 2018, and to vote on my behalf on the issues
submitted to vote at this meeting or, in the event a quorum shall fail to attend, at such time and
place as the adjourned meeting shall be resumed.

Quorum Only

Date: _____ Signature: _____

Date: _____ Signature: _____

(In no event shall this proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given.)



**Crystal Ridge
2018 Draft Budget**

<u>Annual Revenue</u>	
Annual Assessments	
Annual Assessments - Current Period	
The Estates	\$59,529.60
Janelle Estates	\$4,960.80
Novastar Short Plat	\$1,488.24
Division I-A	\$17,858.88
Division I-B	\$5,456.88
Division II	\$22,819.68
Division III	\$14,386.32
Division IV	\$11,409.84
Division V	\$7,937.23
Division VI	\$23,315.76
Total Revenue	\$169,163.23
<u>Administrative Expenses</u>	
CPA/Tax Preparation	\$200.00
Management Fees	\$24,000.00
Director's Insurance	\$1,800.00
Property Liability Insurance	\$4,500.00
Advertising	\$250.00
Collection Agency Fees	\$2,000.00
Newspaper (2x per year)	\$700.00
Reserve Study	\$1,400.00
National Night Out	\$1,200.00
Legal Services	\$2,500.00
Allowance for Uncollectable Accounts	\$8,500.00
Postage & Mail	\$1,500.00
Web Hosting	\$150.00
Property Tax	\$725.00
Total Admin Expenses	\$49,425.00
<u>Common Area Expense</u>	
Landscaping Contract	\$66,000.00
Special Projects	SEE BELOW
Total Common Area Expenses	\$66,000.00
<u>Utilities</u>	
Electricity	\$450.00
The Estates Irrigation	\$5,900.00
The Classics & Janell Estates Irrigation	\$4,900.00
Total Operating Expenses	\$11,250.00
Total Expenses	\$126,675.00
Net Income (LOSS) for the Year	\$42,488.23
<u>Capital Investments</u>	
Tree Replacement (approx 25 per year):	\$20,000.00
Mailbox Repair/Rplcmt (37 Boxes)	\$16,000.00
Replace CRD Main Entrance Monument	TBD
Play Lot Improvements (Structure & Landscape)	\$70,000.00
Annual Cleanup	\$2,000.00
The Estates & Monument Fence Replacement	\$30,000.00
Monument Lighting (Solar and LED conversion)	\$5,000.00
Total Capital Expenses	\$143,000.00